Beloit College
Student Employment Job Description

<table>
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<th>Position Title</th>
<th>Hourly Rate</th>
<th>Supervisor</th>
<th>Account Number</th>
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<tr>
<td>C-Haus Game League Commissioner</td>
<td>$7.25</td>
<td>C-Haus Manager</td>
<td>72-00000-00135-00000-xxxxx</td>
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Department: Residential Life

Work Location: C-Haus

Do multiple individuals hold this position at one time?  
☐ Yes  ☑ No

Number of positions available: 1

Work Schedule

A student in this position can expect to work **Flexible** hours per day, **4 - 5** hours per week.

The student will work ☑ Monday thru Friday  ☐ Saturday  ☐ Sunday  ☐ any day of the week.

Hours are available during the following times of the day: **Flexible + Thursdays, 9:00 p.m. - 11:00 p.m.**

Department/Position Overview

The primary function of the C-Haus Game League Commissioner is to publicize, organize, and oversee the C-Haus game leagues. These leagues can include pool, darts, air hockey, and foosball. The Game League Commissioner will publicize league sign-ups, gain prospective interest, create league rosters, organize league match-ups, work with league participants to establish game league rules, and oversee the playing of games on Thursday nights. The hours are relatively flexible, as the only scheduled time will be the actual execution of the league games on Thursday nights. The Game League Commissioner will be in weekly communication with the C-Haus Manager in order to appropriately and effectively publicize and execute all leagues.

Description of Duties and Tasks

☒ Interact with and convey a positive attitude to visitors and the campus community in person or by phone

☒ Conform to an established work schedule; reliably work set hours as assigned

☒ Perform clerical duties in support of the department, i.e. data entry, filing, copying, mailings, etc.

☐ Maintain the confidentiality of departmental/employee/student information

☐ Run errands on and/or off campus, including campus mail pick-up and delivery

☐ Perform light cleaning, departmental organization, and upkeep as required

☒ Work efficiently and accurately without immediate supervision

Required Training and Skills

☒ Ability to communicate in a concise and effective manner, both verbally and in writing

☒ Detail oriented with strong organizational skills